CDC-PEMS Digital Certificates
Initial Application and Annual Renewal Guidance

NOTE :   **Microsoft Internet Explorer 7 is the only CDC certified internet browser to use with PEMS. Other browser will not provide full functionality of PEMS.**

First, answer the question, is this the first time you are applying for a CDC-PEMS digital certificate? Or a annual renewal of a CDC-PEMS digital certificate?

First time application for a CDC-PEMS digital certificate

Contact your agency's PEMS administrator or the UDOH PEMS Administrator, Rob Sonoda at rsonoda@utah.gov to process the request.

The person completing the request will also be responsible for assigning your PEMS User ID and password within the agencies instance of PEMS.

Annual Renewal of a CDC-PEMS digital certificate

Digital certificates expire 12-months after issuance. The step-by-step guidance to renew your digital certificate and creating a back-up copy of the digital certificate is listed below for your convenience.

1. Click on the link below or copy and paste the address into your web browser, to apply for you digital certificate https://ca.cdc.gov

   Your one-time enrollment password is: !CDC_SDN_APPLY! (case sensitive) Click **ACCEPT** to proceed.

2. The SDN will automatically verify the settings of Microsoft Internet Explorer.

   If you need to enable on ActiveX, click on:

   Tools > Internet Options > Security tab > Custom Level button > scroll   down to ActiveX controls and plug-ins > click the **ENABLE** radio for   each ActiveX option > click **OK**.

   If Microsoft Internet Explorer passes the settings test, click **ENROLL** to proceed.

3. Next you'll be asked to verify your contact information and an alternate contact. This may the UDOH PEMS Administrator, your supervisor, or administrative assistant. Click **NEXT** to proceed.

4. When asked to select a Program, highlight PROGRAM EVALUATION AND MONITORING SYSTEM (PEMS), the software will populate a list of activities in the next window. Select PEMS Software, click **NEXT** or **OK** to proceed. If no list populates, turn off your pop-up blocker and proceed.

5. Select your SDN (secure data network) challenge phrase also known as a password. Click **NEXT** or OK to proceed.

After you complete the enrollment process, you will receive an additional e-mail from DHAP Support at CDC that manages the SDN (secure data network) within 72 hours.

During the installation process, you will be required to enter the SDN (secure data network) challenge phrase or password you created during the enrollment process. If the original challenge phrase is not available call the DHAP Support Desk at 877-659-7725, to reset your challenge phrase.

Once you install the digital certificate on your computer, immediately save a backup copy of the certificate on a remote storage device, such as a flash drive, CD, diskette, or shared LAN drive.

If your digital certificate is corrupted, the backup copy is your only means to reinstall the certificate. If no backup copy exists, one is required to make application for a new digital certificate.

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Import & Export your CDC-PEMS digital certificate

Import the CDC-PEMS digital certificate

1. Launch Internet Explorer

2. Click on, Tools > Internet Options > Content tab

3. Click the **CERTIFICATES** button. The available certificates are shown in the dialog box

4. Click the **IMPORT** button. The certificate manager import wizard will start. On the Welcome Screen, click **NEXT**

5. Browse to the certificate file and locate the certificate and click **NEXT**

6. Enter the password used to protect the certificate. Leave the check boxes unchecked and click **NEXT**

7. Select the "Automatically select the certificate store. . ." (which may be the default) and click **NEXT**

8. Review the information and click **FINISH**

9. The next message should indicate the success of the import

Export the CDC-PEMS digital certificate

1. Launch Internet Explorer

2. Click on, Tools > Internet Options > Content tab

3. Click the **CERTIFICATES** button. The available certificate are shown in the dialog box

4. Click on the certificate to be exported, the "Export" and "Remove" buttons will be enabled.

5. Click on the **EXPORT** button. The certificate manager export wizard will start. On the Welcome Screen, click **NEXT**

6. Select "**. . . export the private key**" button and click **NEXT**. If the option to export the private key is grayed out, you cannot export the private key and will not be able to make a usable backup of your certificate

7. Select the "**PERSONAL INFORMATION EXCHANGE** button, and uncheck the "Enable Strong Protection" button and select the "**INCLUDE ALL CERTIFICATES IN THE CERTIFICATION**" path and click **NEXT**

8. Password screen - optional

9. Type the path and filename and click **NEXT**

10. Review the information and click **NEXT**

11. The next message should indicate a successful export.